

For Decision

Simonstone Parish Council

Title: **End of Year 2025-2026 Finance Report**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
 - a. Schedule of Payments.
 - b. Reconciliation of Receipts and Payments.

ACCOUNT STATEMENTS

	BARCLAYS BUSINESS PREMIUM ACCOUNT £	UNITY SAVINGS £	UNITY CURRENT £	TOTAL £
Balance carried forward at 31 March 2025:	9,134.10	NA	5,024.21	14,158.31
30 April 2025	9,134.10	NA	13,940.70	23,074.80
31 May 2025	9,134.10	NA	13,451.45	22,585.55
30 June 2025	9,164.44	NA	10,418.95	19,583.39
31 July 2025	9,164.44	NA	10,271.71	19,436.15
29 August 2025	9,164.44	NA	8,737.42	17,901.86
30 September 2025	9,194.86	NA	8,478.21	17,673.07
31 October 2025	0.00	14,510.93	2,085.49	16,596.42
30 November 2025	0.00	14,510.93	616.78	15,127.71
31 December 2025	0.00	13,510.93	1,009.41	14,520.34
31 January 2026	0.00	10,581.12	1,354.99	11,936.11
28 February 2026	0.00	10,581.12	694.69	11,275.81
31 March 2026	0.00	7,113.50	799.99	7,913.49

Receipts for the period 1st April 2025 to 31st March 2026.

Bank												Income Streams					
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Concurrent functions grant (RVBC)	Other Grants	Bank interest	Tax rebate/re funds	Account switches	Totals						
07/04/2025	1	RVBC Precept	9,000.00								9,000.00						
14/04/2025	2	VE Day Grant			500.00						500.00						
29/04/2025	3	HMRC VAT Claim		1,004.66							1,004.66						
27/05/2025	4	Christmas Lights			150.00						150.00						
29/09/2025	5	RVBC Concurrent functions grant				396.00					396.00						
17/10/2025	6	HMRC PAYE							469.45		469.45						
22/10/2025	7	Transfer from Barclays to UNITY savings						74.06		9,133.80	9,207.86						
22/10/2025	8	Transfer from Barclays to UNITY savings								0.30	0.30						
31/10/2025	9	Credit Interest (savings account)						10.93			10.93						
31/01/2025	10	Credit Interest (savings account)						70.19			70.19						
30/03/2026	11	RVBC Xmas lights			61.32						61.32						
31/03/2026	12	Credit Interest (savings account)						32.38			32.38						
Total:			9,000.00	1,004.66	711.32	396.00	0.00	187.56	469.45	9,134.10	20,903.09						
MINUS BANK TRANSFERS											11,768.99						

Schedule of Payments for approval (1 April 2025 to 31 March 2026)

Date	Ref	Details	Administration Expenses											Amenity Expenses				Sundry expenses			VAT	Total		
			Clerk Salary	HMRC Tax/NI	Clerk expenses	Payroll	Website and IT Expenses	Training	Audit	Lisence fees and subscriptions	Insurance	Bank fee	Room hire	Other Admin.	RVBC bins	Lengthsman	Defib & bus shelters	Other Expenses	Grants & Contributions	Remembrance/other			Christmas	
01/04/25	1	GoCardless					46.20															9.24	55.44	
07/04/25	2	St. Peter's Church lettings April '25 to March '26												200.00										200.00
17/04/25	3	RVBC - annual charge bin emptying													450.66								90.13	540.79
17/04/25	4	Ingham and Yorke Playing Field Bus shelter															150.00							150.00
17/04/25	5	LALC/NALC annual subscription							249.62															249.62
17/04/25	6	Use It 45493					16.30																3.26	19.56
17/04/25	7	Use It 44413					2.08																0.42	2.50
17/04/25	8	Use It 45087					16.30																3.26	19.56
17/04/25	9	Use It 44909					2.08																0.42	2.50
17/04/25		Clerk Salary	342.20																					342.20
30/04/25	11	Unity Service Charge											6.00											6.00
01/05/25	1	GoCardless					46.20																9.24	55.44
28/05/25		Clerk Salary	343.20																					343.20
29/05/25	12	Zurich Insurance							234.61															234.61
31/05/25	13	Unity Service Charge											6.00											6.00
02/06/25	1	GoCardless					46.20																9.24	55.44
11/06/25		HMRC		171.60																				171.60
17/06/25	15	Use It 45881					16.30																3.26	19.56
17/06/25	16	Use It 45748					3.50																0.70	4.20
17/06/25	17	David Swift - Accountant							125.00															125.00
17/06/25	18	Sign for Shed															23.66						4.73	28.39
18/06/25	19	Sabden - Lengthsman - 2024/25															1,169.11							1,169.11
18/06/25	20	Clerk Salary	343.20																					343.20
18/06/25	21	Sabden - Lengthsman - 2025/26 Inv. 5															1,000.00							1,000.00
30/06/25	22	Country Side Commission																	60.00					60.00
30/06/25	23	Cltr. Finn Flyers (Parish Plan)												41.67									8.33	50.00
30/06/25	24	Unity Service Charge											6.00											6.00
01/07/25	1	GoCardless					46.20																9.24	55.44
08/07/25		HMRC		85.80																				85.80

Date	Ref	Details	Administration Expenses											Amenity Expenses				Sundry expenses			VAT	Total	
			Clerk Salary	HMRC Tax/NI	Clerk expenses	Payroll	Website and IT Expenses	Training	Audit	Licence fees and subscriptions	Insurance	Bank fee	Room hire	Other Admin.	RVBC bins	Lengthsman	Defib & bus shelters	Other Expenses	Grants & Contributions	Remembrance/other			Christmas
31/07/25		Unity Service Charge								6.00													6.00
01/08/25	1	GoCardless					46.20															9.24	55.44
18/08/25	25	Use It Computers					59.40															11.88	71.28
18/08/25	26	Read Playground - Contribution																375.00					375.00
18/08/25	27	Clerk Salary - Mike July 2025	343.20																				343.20
18/08/25	28	Church Lettings									45.00												45.00
18/08/25	29	High Trapp (Cllr. Peat)																		50.00			50.00
29/08/25	30	Clerk Salary - Anna August 2025	167.97																				167.97
29/08/25	31	Cllr. Finn Memory Stick										21.90											21.90
29/08/25	32	Clerk Salary - Mike August 2025	398.50																				398.50
31/08/25		Unity service charge								6.00													6.00
01/09/25	1	Easy websites					46.20															9.24	55.44
03/09/25	33	USE IT computers					3.50															0.70	4.20
08/09/25	34	DM payroll				60.00																12.00	72.00
08/09/25	35	USE IT computers					16.30															3.26	19.56
12/09/25	36	Use It Computers					16.30															3.26	19.56
12/09/25	37	Npower Christmas lights																			6.22	0.31	6.53
16/09/25	38	Clerk salary - Anna September 25	352.30																				352.30
24/09/25	40	Envelopes			2.08																	0.42	2.50
24/09/25	42	Stationary - notebooks			3.47																	0.69	4.16
24/09/25	39	Royal British Legion - wreaths																	100.00				100.00
24/09/25	41	Book of stamps			6.96																		6.96
30/09/25		Unpaid cheque inwards fee								6.00													6.00
30/09/25		Service charge								6.00													6.00
01/10/25	1	Easy websites					46.20															9.24	55.44
03/10/25	43	Clerk printing expenses			7.20																		7.20
03/10/25	44	Clerk mileage expenses			13.50																		13.50
03/10/25	45	Paper			3.33																	0.66	3.99
03/10/25	46	Bench														585.00						117.00	702.00
03/10/25	47	questionnaire printing media village										248.00											248.00
09/10/25	48	clerk salary - Anna Haines October	352.50																				352.50
09/10/25	49	unpaid cheque inwards fee								6.00													6.00
14/10/25	50	SLCC clerk training FILCA course					120.00															24.00	144.00

Date	Ref	Details	Administration Expenses											Amenity Expenses				Sundry expenses			VAT	Total	
			Clerk Salary	HMRC Tax/NI	Clerk expenses	Payroll	Website and IT Expenses	Training	Audit	Lisence fees and subscriptions	Insurance	Bank fee	Room hire	Other Admin.	RVBC bins	Lengthsm an	Defib & bus shelters	Other Expenses	Grants & Contributions	Remembrance/other			Christma s
14/10/25	51	Purple poppy wreath remembrance day																27.50					27.50
15/10/25	52	Use IT computers					3.50															0.70	4.20
31/10/25		Service charge								6.00													6.00
01/11/25	1	Easy websites					46.20															9.24	55.44
04/11/25	53	Clerk tax and NI from p30		91.52																			91.52
06/11/25	54	BP to Read PC for Raffle prize contribution																18.12					18.12
12/11/25	55	clerk tax and NI for November 2025		106.46																			106.46
12/11/25	55	clerk salary - Anna Haines November	386.15																				386.15
12/11/25	56	Ringbinders			2.32																	0.46	2.78
12/11/25	57	Festive Lights																	106.65	21.33			127.98
17/11/25	58	Letter box funds reimbursed to Alan Duckworth											30.00										30.00
17/11/25	59	Use IT computers					3.50															0.70	4.20
17/11/25	60	Use IT computers					16.30															3.26	19.56
20/11/25	61	Deposit for Higher Trapp Xmas meal																			398.50		398.50
20/11/25	62	DM Payroll Services				60.00																12.00	72.00
21/11/25	63	Simonstone CE School donation																150.00					150.00
30/11/25		Service charge								6.00													6.00
01/12/25	1	Easy websites					46.20															9.24	55.44
04/12/25	64	BP to Maureen Vaughton for batteries for xmas lights																			10.00		10.00
04/12/25	65	BP to Maureen Vaughton for crib locks																			5.98		5.98
11/12/25	66	Use ITComputers					3.50															0.70	4.20
11/12/25	67	Use IT computers					16.30															3.26	19.56
16/12/25	68	Clerk salary - Anna Haines December	436.75																				436.75
16/12/25	68	clerk tax and NI for December 2025		55.86																			55.86
16/12/25	69	Clerk printing expenses Oct - Dec 2025			13.58																		13.58
31/12/25		Service charge								6.00													6.00
02/01/26	69a	Easy websites					51.70															10.34	62.04
07/01/26	70	BP to Little Green bus SPC Donation																150.00					150.00
13/01/26	71	BP to USE IT Computers SPC49409					3.50															0.70	4.20
13/01/26	72	BP to USE IT computers SPC49558					16.30															3.26	19.56
14/01/26	73	BP to Defibshop													1,340.00							268.00	1,608.00
15/01/26	74	Clerk salary - Anna Haines Jan	801.10																				801.10
15/01/26	74	Clerk tax and NO Jan 2026		3.52																			3.52

Date	Ref	Details	Administration Expenses											Amenity Expenses				Sundry expenses			VAT	Total	
			Clerk Salary	HMRC Tax/NI	Clerk expenses	Payroll	Website and IT Expenses	Training	Audit	Lisence fees and subscriptions	Insurance	Bank fee	Room hire	Other Admin.	RVBC bins	Lengthsm an	Defib & bus shelters	Other Expenses	Grants & Contributions	Remembrance/ot her			Christma s
31/01/26		Service charge								6.00													6.00
02/02/26	69a	Easy websites				51.70																10.34	62.04
04/02/26	75	BP to Higher Trapp PP meeting									40.00												40.00
09/02/26	76	BP to Dacid Scott Mar and Sept bus shelter cleaning													120.00								120.00
12/02/26	77	BP to USE IT computers SPC49765				3.50																0.70	4.20
12/02/26	78	Clerk salary - Anna Haines Feb	408.50																				408.50
12/02/26		BP to Use IT computers SPC49898				16.30																3.26	19.56
28/02/26		Service charge								6.00													6.00
03/03/26	69a	Easy websites				51.70																10.34	62.04
04/03/26	80	Npower Christmas lights																		17.62	0.88		18.50
16/03/26	81	Clerk tax and NI Quarter 3		253.84																			253.84
16/03/26	82	Clerk salary March 2026	402.90																				402.90
17/03/26	83	ICO fee 25/26							52.00														52.00
24/03/26	84	Clerk printing and mileage expenses Jan-Mar 26			39.99																		39.99
26/03/26	85	Use It Computers				3.50																0.70	4.20
26/03/26	86	Use It Computers				16.30																3.26	19.56
26/03/26	87	ITUS CCTV Camera														2,160.00						432.00	2,592.00
27/03/26	88	Paper			3.32																	0.67	3.99
31/03/26		Service charge								7.00													7.00
			5,078.47	768.60	95.75	120.00	825.46	120.00	125.00	301.62	234.61	85.00	285.00	341.57	450.66	2,169.11	1,610.00	2,768.66	753.12	127.50	594.97	1,158.71	18,013.81

Summary of Receipts and Payments

	£	
Balance carried forward at 1st April 2025:	5,024.21	
Add total receipts to date:	20,903	
Less total payments to date:	-18,013.81	
Balance:	7,913.49	<i>If these two figures are different an explanation is required.</i>
Unity Trust Bank Balance as at 31/03/26:	7,913.49	
	£	

The Switch from Barclays Bank to Unity Trust Bank took place on 16 August 2024.

Amount transferred = £15,086.93

Switch Authorised by:

- David Peat
- Clifton Pollard
- Stephen Finn

The Switch from Barclays Bank (savings) to Unity Trust Bank (savings) took place on 22 October 2025.

Amount transferred = £9,208.16

Switch Authorised by:

- David Peat
- Clifton Pollard
- Stephen Finn

Actual Income

		Actual Income												
	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
RVBC Precept	Precept	9,000.00												9,000.00
HMRC VAT Return	VAT Repay	1,004.66												1,004.66
RVBC Grants	Grants	500.00	150.00										61.32	711.32
Concurrent Funding	Grants						396.00							396.00
Other Grants	Grants													0.00
Bank interest	Bank							84.99			70.19		32.38	187.56
Tax rebate/refund	Rebates, refunds and switches							469.45						469.45
Account switch	Rebates, refunds and switches							9,133.80						9,133.80
Totals:		10,504.66	150.00	0.00	0.00	0.00	396.00	9,688.24	0.00	0.00	70.19	0.00	93.70	20,902.79

Actual Expenditure

		Actual Expenditure												
	Stream	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Clerk Salary	Admin. Exp.	342.20	343.20	343.20		909.67	352.30	352.50	386.15	436.75	801.10	408.50	402.90	5,078.47
HMRC Income Tax	Admin. Exp.			171.60	85.80			0.00	197.98	55.86	3.52		253.84	768.60
Clerk Expenses	Admin. Exp.						13.62	24.69	2.78	13.58			43.98	98.65
Payroll services	Admin. Exp.						72.00	0.00	72.00	0.00				144.00
Use-It	Admin. Exp.	44.12		23.76		71.28	43.32	4.20	23.76	23.76	23.76	62.04	23.76	343.76
Easy Web/web site	Admin. Exp.	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	62.04	23.76	62.04	646.80
Training	Admin. Exp.	249.62						144.00		0.00				393.62
Audit	Admin. Exp.			125.00				0.00		0.00				125.00
Lisence fees/subscriptions	Admin. Exp.							0.00		0.00			52.00	52.00
Insurance	Admin. Exp.		234.61					0.00		0.00				234.61
Bank charges	Admin. Exp.	6.00	6.00	6.00	6.00	6.00	12.00	12.00	6.00	6.00	6.00	6.00	7.00	85.00
Room Hire	Admin. Exp.	200.00				45.00		0.00		0.00		40.00		285.00

Other admin	Admin. Exp.							248.00						248.00
RVBC Bins	Amenity Exp.	540.79						0.00		0.00				540.79
Lengthsman/Other Maint	Amenity Exp.			2,197.50				0.00		0.00				2,197.50
Defrib./Bus Shelter	Amenity Exp.	150.00						0.00		0.00	1,608.00	120.00		1,878.00
Other amenity	Amenity Exp.			50.00		21.90		702.00		0.00			2,592.00	3,365.90
Grants/contributions	Sundry Exp.			60.00		375.00		0.00	150.00	0.00	150			735.00
Remembrance/Other	Sundry Exp.						100.00	27.50	30.00	0.00				157.50
Christmas	Sundry Exp.					50.00	6.53	0.00	544.60	15.98			18.50	635.61
Totals:		1,588.17	639.25	3,032.50	147.24	1,534.29	655.21	1,570.33	1,468.71	607.37	2,654.42	660.30	3,456.02	18,013.81

Comparisons as at 31/03/2026

	FINAL ACCOUNTS 2023/24	BUDGET 2025/26	PROJECTED INC/EXP 2025/26	BUDGET 2026/27
	£	£	£	£
INCOME				
RVBC Precept:	8,400	9,000	9,000	9,500
HMRC VAT Return:	0	0	1,005	400
RVBC Grants:			711	0
Concurrent Funding:	0	0	396	670
Other Grants:			0	0
Bank interest:			188	0
Tax rebate/refund:			469	400
Account switch:	0	0	9,134	0
	8,400	9,000	20,902.79	10,970.00
EXPENDITURE				
Administration Expenses:	£	£	£	£
Clerk Salary	0	4,657.87	5,078.47	5,709.99
HMRC Income Tax	0	257.40	768.60	149.50
Clerk Expenses	0	87.00	98.65	150.00
Payroll services	0	144.00	144.00	149.47
Use-It	0	368.48	343.76	382.48
Easy Web	0	665.28	646.80	690.56
LALC Subs. training	0	249.62	393.62	259.11
Auditor	0	125.00	125.00	125.00
Licenses/GDPR	0	50.00	52.00	51.90
Insurance	0	234.61	234.61	243.53
Bank charges	0	72.00	85.00	74.00
Room hire	0	144.00	285.00	250.00
Other admin	0	0.00	248.00	200.00
Total	0	6,911.26	8,504	8,435.54
Amenity Expenses:	£	£	£	£
RVBC Payments	0	0.00	541	561.34
Lengthsman/Other Maint	0	1,225.00	2,198	1,500.00
Defrib./Bus Shelter	0	500.00	1,878	386.03
Other amenity	0	150.00	3,366	155.70
	0	1,225.00	7,982	2,603.07
Sundry Expenses:	£	£	£	£
Grants	0	500.00	735	500.00
Remembrance/Other	0	500.00	158	200.00
Christmas	0	500.00	636	500.00

	0	1,500.00	1,528	1,200.00
VAT on Expenses to be		1,158.71	1,158.71	400.00

	£	£	£	£
Total Expenditure:		9,636.26	18,013.81	12,238.61

SUMMARY:	£	£	£	£
Income:	0	9,000.00	20,902.79	10,970.00
Expenditure:	0	-9,636.26	-18,013.81	-12,238.61
	0	-636.26	2,888.98	-1,268.61

Parish Council 2026 Audit Working Paper

Council Name: Simonstone Parish Council

Auditor: David Swift MCIIA

Date: 20th April 2026

Section 1 – Financial Management and Accounting

Key Questions:

Does the Council have effective management arrangements?
Are the accounting statements properly prepared?

Internal Audit Test	Findings
Are Bank statements for the full financial year (April to March) available?	Yes, including current and savings accounts
In the Bank reconciliation at year-end, does the cashbook balance match the bank statement?	Yes for 2024-25 ie opening balance £5024.21 Yes for 25-26
Do all payment records show authorisation (two signatories for cheques/BACS, council approval on minutes)?	Confirmed that two of three councillors are needed to make payments and that the Clerk is not a signatory
Is all income supported by records and receipts?	Yes. Noted a couple of missing payslips from previous clerk in the early months of 25-26 but the amounts are consistent with other months
Is a budget vs. actual comparison completed with explanations for significant variances (10–15% or more)?	Yes - part of annual accounts for 2024-25
Are VAT reclaim records comprehensive?	Yes – detailed listing reviewed
Is there any Section 137 expenditure? If so, is it appropriately tracked?	No none

NB

Section 137 provides parish and town councils in England and Wales the authority to spend a limited amount of money on projects that benefit their communities when no other specific statutory power exists. This is often referred to as a "power of last resort." The expenditure is capped and typically adjusted annually in line with inflation.

Section 1 – Points for Report

None

Section 2 – Budgets and Precept

Key Questions

Does the budget support the precept requirement?
Is spending monitored against it?

Internal Audit Test	Findings
Is there an approved budget for the current and previous year?	Yes – agreed at November 2025 meeting for 2026-27
Has a precept demand been submitted to the billing authority?	Yes – agreed at November 2025 meeting for 2026-27
Are quarterly or monthly budget monitoring reports produced?	Received each meeting
Do minutes evidence budget approval and precept setting?	Yes – November 2025

Points for the report

None

Section 3 – Standing Orders and Financial Regulations

Key Questions

Have the Council adopted standing orders and financial regulations?

Are these followed?

Internal Audit Test	Findings
Are standing orders (ideally based on the latest NALC model) current and reviewed within the last year?	Website copy dated March 2024 . NB NALC last update 2025. Two copies on website, other is dated 2020.
Are financial regulations current and reviewed within the last year?	NB section of SOs covers tendering procedures
Do minutes evidence adoption and review dates?	Yes as above
Is there evidence that procurement thresholds are being followed?	Yes – items put for agreement to full Parish Council

Points for the report

None – amended by Clerk during course of audit

Section 4 – Risk Management

Key Questions

Has the Council assessed and managed its risks?

Internal Audit Test	Findings
Has the current risk assessment been reviewed and approved within the current financial year?	Yes
Does the insurance schedule cover public liability, employer's liability (if applicable), fidelity guarantee, and property?	Employers liability certificate expires 31/5/2026 – certificate on website NB headed as public liability
What is the insurance renewal date and how does the council evidence its cover?	Copy on the website expired May 2025
Are any risk mitigation actions taken during the year?	As appropriate

Points for the report

None

Section 5 – Internal Controls

Key Questions

Do adequate internal controls exist?

Are they followed in practice

Internal Audit Test	Findings
Is there an adequate segregation of duties between authorisation payments, making payments, and reconciling them?	Yes – authorisation by Councillors. Clerk cannot authorise payments
Are there regular bank reconciliations (ideally monthly)?	Yes on bank statement
Are petty cash procedures followed and balances reconciled?	No petty cash
Does the Fixed asset register match the AGAR asset statement?	Asset policy and register agreed at meeting July 2025. Balance £13045.99. March 2026 balance confirmed to AGAR

Points for the report

None

Section 6 - Compliance with Laws, Regulations and Proper Practices

Key Questions

Has the Council complied with its legal obligations during the year?

Internal Audit Test	Findings
Has the Council published information required under transparency of information requirements by 1 July (see our transparency code guide)	See transparency code worksheet below
Is the publication scheme maintained and accessible?	Yes
In terms of GDPR compliance is there a privacy notice on the website, and evidence of data processing records, FOI/SAR response tracking?	Yes – in procedure
Do minutes show all statutory requirements have been met (annual meeting held, accounts approved, precept set)	Yes
Are there employment contracts and pension enrolments (if any employees)	Yes – verbally confirmed with Clerk

Transparency code guide

Internal Audit Test	Findings
All expenditure items above £100 is published individually with date, purpose, amount, and VAT	Yes in meeting papers
End-of-year accounts are signed and published by 1 July	Yes confirmed by minutes
Annual governance statement is signed and published with explanations for any negative assertions	Yes confirmed by minutes
Internal audit report is signed and published with explanations for negative responses	Yes confirmed by minutes
A complete list of councillor names, committee roles, and external body nominations published	Yes on website
Land and building asset register is published with all required fields	Not applicable
Agendas are published 3 clear days before meetings	Yes
Draft minutes are published within 1 month of each meeting	Yes
All information is on a publicly accessible, free website	Yes

Points for the report

None

Section 7 – Exercise of Public Rights

Key Questions

Has the council properly advertised and facilitated the public's right to inspect the accounts?

Internal Audit Test	Findings
Was a notice issued giving notice of public rights period (30 working days including the first 10 working days of July)	Yes – exercise of public rights notice on file for 2024. This relates to most recent occurrence
Is there evidence that the notice was published on the Council website and noticeboard?	Yes
Were records showing documents made available for inspection if requested?	N/a

Points for report

None

Section 8 – Digital and Data Compliance

Key Questions

Internal Audit Test	Findings
Is the council website on a domain the council controls (not a personal domain)?	Yes – gov.uk website
Is council business conducted via official council email addresses, not personal Gmail, Outlook, or Yahoo accounts?	Yes – via clerk@simonstone-pc.gov.uk
Is there a documented policy covering acceptable use, data backup, password requirements, and incident response?	Yes – data protection policy March 2026. Data Protection Certificate valid to May 2026
Does the council website meet Web Content Accessibility Guidelines (WCAG) 2.2 AA standards (a legal requirement for public sector bodies under the Public Sector Bodies Accessibility Regulations 2018)?	Confirmed in IT policy reviewed 5/3/2026
Does the website hosting provider claim WCAG 2.2 AA compliance	
Does the council evidence GDPR compliance through privacy notices, data processing records, and FOI/SAR procedures	Confirmed in IT policy reviewed 5/3/2026
Are there documented procedures for transferring council data when the clerk role changes?	To be subsumed onto procedures going forward

Points for report

Going forward look to ensure procedures for transferring data are incorporated within existing procedures